



**Columbus Civil Service Commission**  
50 West Gay Street, Room 600  
Columbus, Ohio 43215

## ***Applicant Response Form***

If you are interested in being considered for a position currently available in a City department, please provide the following information and **mail this form to the person and department identified on the vacancy notification - forms should not be submitted to the Civil Service Commission. You may attach a resume and/or any other material** you think would best demonstrate your qualifications for the position.

Position For Which You Are Applying: \_\_\_\_\_

Name: \_\_\_\_\_ SSN: \_\_\_\_\_

Address: \_\_\_\_\_

Home Phone: (     ) \_\_\_\_\_ Work Phone: (     ) \_\_\_\_\_

Indicate below how you meet the required qualifications for this position which are listed on the vacancy notification. Include related experience, dates of employment and/or related education which qualify you for this position. **INCOMPLETE INFORMATION WILL RESULT IN YOUR DISQUALIFICATION FROM THE SELECTION PROCESS.** You may attach additional sheets as necessary.

**EDUCATION:** Please check the highest level completed.

- ☐ Grade School
- ☐ High School Diploma/G.E.D.
- ☐ Technical School Certificate
- ☐ Associate's Degree
- ☐ Bachelor's Degree
- ☐ Master's Degree
- ☐ J.D./M.D./Ph.D.

Major: \_\_\_\_\_

Major: \_\_\_\_\_

Major: \_\_\_\_\_

Major: \_\_\_\_\_

**LICENSES/CERTIFICATIONS HELD:** \_\_\_\_\_

**EXPERIENCE:** \_\_\_\_\_

☐ Check here if a resume and/or additional paperwork has been attached.

**APPLICANTS: DO NOT WRITE BELOW THIS LINE**

Applicant to be interviewed? ☐ No ☐ Yes

If "Yes," date of interview: \_\_\_\_\_

Departmental Reviewer Signature \_\_\_\_\_ Date: \_\_\_\_\_